

Application Process Information Sheet for the Geothermal Heat Pump Grant Program

Maryland Energy Administration (MEA)
January 2009

Applications for Fiscal Year 2010 waitlist are currently being accepted. MEA anticipates funding all waitlisted applications from new funds that will be generated by the Regional Greenhouse Gas Initiative. Check the MEA Web site <http://www.energy.state.md.us> or the Geothermal Heat Pump Grant Program Web site <http://www.energy.state.md.us/programs/renewable/geothermalgrant> for details.

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA. No e-mails or facsimiles will be accepted. Address applications to:

-Attention- Geothermal Heat Pump Grant Program
Maryland Energy Administration
1623 Forest Drive, Suite 300
Annapolis, MD 21403

A limited number of grants are available to Maryland individuals and businesses. Grant amounts are up to a maximum grant amount of \$3,000 for residents and \$10,000 for businesses.

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant. The following items are required and must be enclosed with the application forms:

- A signed cost estimate, purchase order, invoice, or letter of intent
- Itemized list of components
- Site plan

Application

The application is a two page form and required supporting documentation. Examples of these documents are available on MEA's geothermal grant Web site www.energy.state.md.us/programs/renewable/geothermalgrant. Application packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 for additional information.

An original signature of the applicant is required. A signature of the individual providing the cost estimate, purchase order or letter of intent is required. This may be provided on a separate form and enclosed with the application.

If there are any questions, check MEA's geothermal grant Web site www.energy.state.md.us/programs/renewable/geothermalgrant or send an e-mail to -

Attention- Geothermal Heat Pump Grant Program to meainfo@energy.state.md.us or call 1-800-72-ENERGY (1-800-723-6374).

It is possible that some qualified applications will not be funded.

Review and Award Process

All grant applications and accompanying documentation must be complete and accurate. It is the intent of the Administration to provide incentives throughout the State.

Therefore, the first screening of applications will be done to ensure that projects from as many counties as possible receive consideration for funding. The second review criteria will be a first-come, first-served basis for all remaining qualified applications.

Project Implementation

Upon notification by MEA of approval of a complete and eligible application, the applicant officially becomes a program participant and may begin the installation of the project. The program participant has nine months from the date of the notification to complete the installation of the solar project.

Completion Certificate

Upon completion of the project, the program participant must provide all the information required on the Completion Certificate and enclose the necessary supporting documentation. Additional information is available on the geothermal grants page on the MEA Web site. The certificate must be signed by the owner and the system installer. Please be sure to be aware of all requirements prior to undertaking the project.